Kinser, Robin D.

From: Kinser, Robin D.
Sent: Thursday, August 15, 2002 4:13 PM
To: Adams, Candace R.; Feng, Shixia; King, Valerie A.; Liang, Qiwei; Nelson, Bettie L; Oey, Jan; Sarkar, Mohamadi; Gogova, Maria
Cc: Kinser, Robin D.; Mawyer, Denise T.; Roethig, Hans
Subject: Presentation Template

Dear Clin Eval Colleagues--

Following our dry run for the Philadelphia Investigators' Meeting yesterday, I was asked to summarize the format agreed upon to ensure uniformity of style for lin Eval presentations. I have incorporated these points into the template Bettie Nelson had previously circulated, and have attached a revised version of that file. The changes include:

Title Page: Title in Arial font size 40; Subtitles in font size 28; speaker's name and degrees in font size 28; speaker's PM title in font size 28; Meeting tilte, site if not Richmond, and date as center footer, font size 16; slide number as right footer

Body: Headers in Arial font size <40, bold and shadowed; title capitalization; Body uses sentence capitalization (first word only), bullets as in the template; no end punctuation for bullet statements; same footers as for title page.

REVISED CE
EVIEW TEMPL

Let me know if there are any questions.

–Robin

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